



COUNTY OF LOUDOUN DEPARTMENT OF FAMILY SERVICES



Seller's Guide to Viewing ADUs on the Resale Website

If you would like to sell your home, you need to contact your ADU program specialist in writing. You need to inform them of your intent to sell your home and of any home improvements you may have made to the home. Please submit pictures of the front and rear of the home to be displayed on the website. Information on reimbursable home improvements can be found on the resale webpage. After contacting your housing specialist, you will need to take the following actions to access the web based resale system:

- Click on this website: <http://www.loudoun.gov/index.aspx?nid=1813>
- Then click on ADU Resales
- Input your last name and the last four (4) digits of your social security number.
- Click "Submit"

You will be asked to update your contact information. If there are any updates, please enter:

- Address
- Phone number
- Best time to contact
- Email address
- Click "Update My Contact Info"

The screen will allow you to enter information concerning the home you intend to sell. Click the link "My Property" to input your property information and description. Include such information as:

- Address
- Phone number
- Email address
- Property description to include number of bedroom, number of baths, finished square footage, monthly condo or HOA fee and what it includes, information in reference to special features like a finished basement, garage, deck, patio, fence, etc.

Save the information you have entered and send the housing specialist a letter via certified mail indicating your intent to sell. Your housing specialist will respond to you in a timely manner. Your housing specialist will enter the sales price of your home into the resale system and approve the listing. Once the listing is approved, the home will be available for purchasers to view the listing information and electronically show interest in the property.

Each prospective purchaser that expresses an interest in the home will have an entry electronically stamped with the date and time they expressed interest in the property. An e-mail will be sent to your attention with the contact information of the interested ADU certificate holder. As the seller, you will be responsible for contacting each individual in the order the e-mails are received. Contracts are to be accepted on a first-come first-served basis.